



# CALIFORNIA DEPARTMENT OF CORRECTIONS & REHABILITATION

*It's more than a career— it's a purpose.*



Office of Selection Services & Office of Workforce Planning  
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## Hiring Options

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### COMMON TESTING & HIRING TERMS

#### TRAINING & DEVELOPMENT (T&D) ASSIGNMENTS

T&Ds are made for career development and especially for upward mobility, and to aid in employee placement. Generally, T&Ds are to classes the employee could transfer to, and typically are not longer than 24-months. However, Apprenticeship T&Ds can be established for up to 4-years, when the criteria is met, in order to meet conditions of certain apprenticeship programs. T&Ds cannot be in the employee's direct line of promotion; and the intent is that the employee will meet the MQs of the T&D class by the end of the T&D assignment. They require the approval of the employee, the current hiring authority, and the "receiving" hiring authority; any of the three can terminate a T&D prior to its specified completion date.

#### OUT-OF-CLASS ASSIGNMENT

Technically not an appointment, but a means of filling a critical vacancy or need with an employee by keeping the employee in his/her present position and class but assigning him/her the duties of a higher level class. Department of Personnel Administration (DPA) Rules generally restrict this to under 120 days. Compensation is paid in accordance with Bargaining Unit Contracts for rank and file employees. Supervising employees are paid in accordance with DPA Rules. Employees designated as managerial, however, are not compensated, per DPA Rules.

#### LATERAL TRANSFER

The movement of an employee from one class to another within or outside the department. The classes must have substantially the same level of duties and responsibilities. Lateral transfers do not require, in most circumstances, any examination. The guidelines used in determining this hiring procedure are outlined below:

- There cannot be a promotional relationship between classes.
- There must be less than 10% difference between the top salary range of the employee's current classification and the classification into which he or she is transferring.
- The employee does not have to meet the minimum qualifications (MQs), but must meet any license, credential, registration or certificate of proficiency requirements required by law.

#### TRANSFER OF LIST ELIGIBILITY

Eligibles may transfer their list eligibility from one department to another only if the classification is the same and both departments administered their examinations using the same selection process. There are, however, some restrictions. If this process is a consideration for filling a vacant position, contact the Personnel Office or Certification Unit for additional information.

#### APPROPRIATE LIST

When insufficient names (fewer than three) exist on an eligible list, appropriate lists may be used. Appropriate lists are obtained from another institution through the Local Testing Office or department through the Testing Office with prior approval from each appointing power. The lists must be substantially the same or a classification at a higher level.

#### ELIGIBLE LIST

As a result of the exam process, various types of eligible lists are developed:

*Promotional–Servicewide, Multi-Departmental, Departmental, Subdivisional*

*Open–Statewide, Spot, Open Non-Promotional*

The time base on a certification list may vary from full-time status to part-time, or intermittent status. The tenure may be either permanent or limited term.



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#### TEMPORARY LOAN

This is technically not an appointment process. It is a method used by management to borrow employees from another work unit for a short period of time to process peak workload demands or provide for a specific exercise.

#### LIMITED EXAMINATION & APPOINTMENT PROCESS (LEAP)

This is a special SPB program specifically directed to accelerate hiring of disabled workers into State service. A LEAP class is a parallel civil service class. A LEAP examination is held in the parallel class, and the appointing power may select anyone from the entire LEAP list without regard to list placement. The appointee serves for several months (one third of the regular probationary period), in the LEAP class under a planned development program. If successful, the appointee is transferred (transitioned) into the parallel civil service class, thereafter serving a full probationary period. LEAP lists are obtained from SPB.

#### TEMPORARY AUTHORIZATION (TAU)

TAUs can be made for up to nine consecutive months in duration when eligible lists contain two or fewer names. Advance approval from the State Personnel Board (SPB) is required for TAUs, which is rarely granted in promotional situations. Appointments to non-testing classes are always TAU, i.e., Seasonal Clerk.

#### SEASONAL CLASS

Classes such as Seasonal Clerk exist to provide clerical assistance for peak workload periods that do not represent work of an ongoing nature. By statute, Seasonal Clerk appointments must first be made available to all interesting persons on AFDC, and eligibility for appointment is established by the Employment Development Department (EDD). (The filing period for seasonal employment is October 1–November 30) No examination is required.

#### STUDENT ASSISTANT & GRADUATE ASSISTANT

These are classes which can be used to appoint on a temporary basis (TAU), persons enrolled in collegiate study at the undergraduate and graduate levels to perform professional or technical work. Job assignments must be related to the individual's collegiate specialty and cannot be clerical in nature.

#### RETIRED ANNUITANT

Retired State employees can be hired for up to 120 calendar days or 960 hours in any calendar year without affecting their retirement status. They must return to positions to which they had status or to which they could have transferred. These appointments require advance approval of the hiring authority.

#### PERSONAL SERVICES CONTRACT

These are used frequently to hire training consultants and/or those with professional expertise for short duration work that normally cannot be performed within State service.

#### INTERAGENCY LOAN

This involves borrowing another department's employee to utilize their expertise, typically for up to a year. An interagency agreement is usually required.